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10 NOV 1976

25X1A

MEMORANDUM FOR: Director of Training

FROM : John F. Blake
Deputy Director for Administration

SUBJECT : Commendation for [REDACTED]
Personnel

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1. The Information and Privacy Staff sponsored an Agency-wide symposium on Freedom of Information and Privacy from 18 to 20 October 1976 at the [REDACTED]. Under [REDACTED] excellent direction, many people at the [REDACTED] assisted the conference coordinators and should be commended for jobs well done, but the four people below deserve special recognition.

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2. In the training support office, [REDACTED] helped the coordinators with the numerous administrative details involved in arranging the accommodations for 47 people. She showed initiative in suggesting ideas to smooth arrival processing and to make the three days more enjoyable.

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3. [REDACTED] and [REDACTED] eased transportation problems when the conference site shifted from the [REDACTED] Building to the Base Club. This move involved seemingly constant shuttling of people between buildings for meals, lectures and the like. Their patience, cheerfulness and capable assistance were greatly appreciated not only by the coordinators but by all attendees as well.

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4. [REDACTED] saw to it that the Tuesday evening session at the Club ran smoothly and that no one lacked for anything. His steady competence and helpfulness was a distinct asset in the arrangements.

5. All four of these officers were probably just doing their routine jobs, but their capable assistance ensured a successful three days for all participants. They are to be commended.

/s/ John F. Blake

John F. Blake

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